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18 April 1957

MEMORANDUM FOR: MR. DULLES

SUBJECT : Briefing for Mr. Brundage

1. I have just been advised that Mr. Brundage, accompanied by Mr. Robert Macy, will arrive for lunch on Friday, 19 April, at 1:00 p.m. and that he can stay with us for a further briefing until 3:30 p.m.

2. As you know, this briefing grew out of our discussions with Mr. Brundage concerning the new building at which time he indicated, in effect, that it was his opinion that we could stand a substantial reduction in the number of departmental employees so that we would be able to house all of our departmental personnel and activities in one building which we could construct for $46,000,000. Accordingly, I believe that our presentation to him should have as its primary purpose the justification of our personnel strength, and particularly our departmental strength. I would recommend that after you have made a brief introductory statement concerning the organization and functions of the Agency each Deputy Director be allowed twenty-five minutes to make his presentation, the last ten of which to be used to answer questions, and that we use the manpower charts which we have prepared for our presentation to a congressional committee. I suggest the following schedule:

1:00 - 2:00 p.m. - Lunch
2:00 - 2:15 p.m. - Introduction - Mr. Dulles
2:15 - 2:40 p.m. - DD/I, Mr. Amory
2:40 - 3:05 p.m. - DD/P, Mr. Wisner (or Mr. [redacted]) 25X1A9a
3:05 - 3:30 p.m. - DD/S, Colonel White

3. If this schedule is acceptable we will have your Conference Room set up and ready to start the presentation at any time after 1:30 p.m.

/s/

L. K. White

DD/S:LKW:laq
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